



Will work with Campus Visitation staff and other student employees.	X	X	X	X	X	X	X	X
Will work to add/update accurate and timely data in CRM (Slate) database for student information, records, tours, and other tasks assigned.	X	X	X	X	X	X		
Will support Campus Visitation and the Office of Admissions by hosting and presenting daily information sessions to visiting guests and/or campus tours when needed.	X	X	X	X	X	X		X
Research new ideas to compare and improve campus visits according to the current market.	X	X	X	X	X	X		
Collect and track data on campus visitation trends.	X	X	X	X	X	X		
Interact and mentor student leaders through the Stetson Ambassador organization utilizing social media, email, text, phone, virtual, and face-to-face opportunities to engage and follow up.	X	X	X	X	X	X	X	X
Other projects as assigned by the Director of Campus Visitation or Campus Visitation Assistant.	X	X	X	X	X	X	X	X

Descriptions of the LevelUP Competencies can be found [here](#).

**Qualifications:**

- Required
  - Bachelor’s degree from a four-year college or university required.
  - Acceptance and enrollment in a Stetson graduate program.
  - Take a minimum of six credit hours each semester (with the exception of Summer between enrolled semesters).
  - Maintain a clear graduate student conduct record throughout the duration of employment.
  - Required to work 20 hours per week.
  - Schedule will be determined each semester in consideration of course schedule and departmental needs.
  - The Office of Admissions hosts events that do require evening and/or weekend work.
  
- Desired
  - Knowledge of recruitment, marketing, admissions and/or enrollment management.
  - Knowledge and use of CRM (Customer Relations Management software).
  - Fluency or competency in Spanish.

**Additional Information:**

**Working Conditions:** Requires some physical effort (i.e. standing and walking, lifting boxes up to 40 lbs., manual dexterity in the use of fingers or limbs in the operation of office equipment, extended periods of time at a keyboard, perceptual demands for sound, form, texture, and depth. If remote work is required for any reason, applicants must verify they have access to a computer and internet that meet requirements to sustain the tasks required by the role.

**Application Process:**

Email cover letter and resume to René Tuthton at [rtuthton@stetson.edu](mailto:rtuthton@stetson.edu).

**Position Information:**

**Department Name:** Office of Admissions/Campus Visitation

**Department Website:** [stetson.edu/admissions](http://stetson.edu/admissions) and [Stetson.edu/visit](http://Stetson.edu/visit)

**University Division:** Enrollment Management

**Supervisor Name:** René Tuthton

**Supervisor Title:** Director of Admissions Campus Visitation

**Position Number:** S23171

**Pay Level:** (Level 1-3)